

7112 - LOG CABIN EDUCATION COORDINATOR

NATURE OF WORK

Employees in this classification teach a variety of subjects to mentally and emotionally retarded students, using various teaching techniques to reinforce learning. Emphasis is on training for independent living. Incumbents plan curriculum, and prepare lessons and other instructional materials and opportunities, according to achievement levels of students. They also observe, evaluate, and prepare reports on progress of students. Also included is the responsibility for the successful job placement and retention of individuals who have severe disabilities and who generally do not qualify for traditional vocational rehabilitation services. This position calls for the employee to play a significant role in solving job and non-job related issues resulting in placement of candidates into competitive employment, as well as routine classroom duties. Work is assigned by Program Director. Work is reviewed through individual consultations and weekly staff meetings.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Supervises staff responsible for providing instructional and behavioral modification programs for developmentally disabled students.

Assumes Director's responsibilities in the absence of the program director.

Coordinates program to ensure attainment of individual client and program goals and objectives.

Assists in answering telephones, when needed. Assists in developing operating procedures for the program in accordance with Federal and State guidelines.

Works with community and public officials in explaining and promoting program.

Maintains record keeping system of all clients. Recommends the replacement of existing equipment and purchases materials and supplies necessary for program operation.

Prepares monthly progress reports. Participates in preparing program budget and reports for the administration. Transports clients, when needed.

Assists in the writing of grant application to Federal, State and local sources as well as foundations.

Prepares reports and correspondence, as required.

Assists in the planning and directing of subordinates in implementing a comprehensive safety program suited to the particular instructional facilities and programs.

Attends community and public meetings as required.

May instruct clients in one or more specialized courses.

Prepare individualized education plans.

Participates in staff meetings to assess and update students progress and education plans.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of education and training practices, methods, and techniques, particularly as they apply to the training and employment of mentally and emotionally handicapped persons.

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Knowledge of the special needs of the mentally and emotionally handicapped.

Athletic skills may be required for the teaching of recreational programs.

Ability to communicate effectively, both verbally and in writing, to individuals and to groups.

Ability to establish and maintain effective working relationships with clients, staff, other employees, and the general public. Ability to maintain records and to prepare reports from such records.

MINIMUM REQUIREMENTS

Bachelor's Degree in Education, with course work in Special Education, and some experience in teaching the mentally and/or emotionally handicapped; or Associate Degree in a related field and experience in training or teaching the mentally and/or emotionally handicapped; or considerable related experience. Experience must include employability skills training and job placement activities. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

Work is assigned by Program Director. Work is reviewed through individual consultations and weekly staff meetings. Incumbents exercise some degree of independent judgement, particularly in classroom situations.

SUPERVISION EXERCISED

Incumbents exercise supervision over driver/aides, teachers and clients in their care.

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